



**Indiana Department of Education
21st Century Community Learning Centers**

EZ-Reports Student Data Confidentiality Agreement

I, the undersigned, agree to the following:

All student data shall be treated as strictly confidential and shall not be disclosed or provided to any 21st CCLC employee, contractor, or other third party who has not signed an EZ-Reports Data Confidentiality Agreement. In addition, access to such data shall be allowed only as it is relevant to assessing and reporting performance of the 21st program. All other access must be authorized in writing by the Program Director with approval by the Indiana Department of Education (IDOE). In addition:

1. No attempt shall be made to identify any individual, household, family, or establishment based on identifiable information contained in such records.
2. Data maintained in EZ-Reports should only include those students whose parents have signed a release form for use of the data. These forms should be kept on file for three (3) years following the program year during which the students attended the program.
3. No data that identifies specific individuals or contains other personal identifiable information may be accessed or shared with any other party without written consent of IDOE.
4. Data may not be copied or stored in any format outside of approved backup procedures.
5. Any breach, or suspected breach, of data confidentiality shall be reported immediately to the Program Director and IDOE.
6. Violation of this agreement may be the basis for termination, and such other legal penalties as may be prescribed by State or federal law.
7. Any reports created in EZ-Reports for the purpose of sharing program performance with external stakeholders should not contain information that can be used to identify students.

Signature

Print name

Date